APPENDIX K

CONTROLLING MOTOR TRANSPORT EQUIPMENT

> Various records and reports are used to control motor transport equipment and analyze unit operations. This appendix discusses the purpose and disposition of each of these documents.

K-1.   TRAILER RECEIPT. The trailer receipt establishes responsibility for trailers and their conditions and serves as a receipt for both empty and loaded trailers. It is prepared by the unit dispatching the trailers. Three copies are made as follows:

- *Original* -- used to show acceptance from one column commander or individual driver to another column commander or individual driver or terminal or transfer point OIC.
- *Second* -- retained by the driver or column commander.
- *Third* -- retained by the dispatcher.

K-2.   DAILY YARD CHECK. The daily yard check is made at a designated hour each day by units responsible for terminal operations. This report provides information on the location of empty and loaded trailers, including the destination of loaded trailers, and also shows deficiencies. It is divided into two sections: section 1, empty trailers; and section 2, loaded trailers. Deficiencies are noted in the remarks column and specified by section (1 or 2). This report is forwarded to the operations section of the next higher headquarters.

K-3.   DAILY OUTGOING TRAILER REPORT. The daily outgoing trailer report shows all semitrailers dispatched since the previous day's report. It includes the load class, departure time, and destination of each trailer. The report is sent to the operations section of the next higher headquarters along with the daily yard check.

K-4.   WEEKLY TRAILER LOCATION REPORT. The weekly trailer location report is completed by the senior motor transport command. It shows the status, by battalion, of all semitrailers controlled by the command. The report includes information on trailer location, length of time at present location, and whether they are loaded or empty. The report is filled out on a specific day each week. Battalion commanders can use the report to determine if, where, and how trailers are being mismanaged or misused.

NOTE: The terms "loaded" or "empty" are shortened to "L" or "E." For example, a loaded trailer that has been at a terminal 18 days is shown as "L18."

K-5.   CONSOLIDATED OPERATIONS REPORT. The consolidated operations report is used to analyze unit performance and plan future operations. It is completed daily by each battalion engaged in line haul and forwarded to the senior motor transport command. Commanders use report data to compute unit performance. For example, a commander can compare the performance of one truck company with another. Most entries to the consolidated operations report are taken from truck company reports. Unit averages are figured to the nearest round number (for example, an average of 7.7 would be raised to 8).

Here are some ways to use data for operational information:

- To learn the number of vehicles available for dispatch, subtract the figure in the "On Dispatch" column from the figures in the "Operational" column.
- To learn the rate of movement, divide the miles by the hours en route.
- To find passenger-miles, multiply the miles per passenger run by the total passengers.
- To find ton-miles, multiply the miles per cargo run by the total tons.